



Town of Spencer
Office of the Board of Selectmen
&
Town Administrator

Board of Selectmen:
Wendy S. Berthiaume
Ralph E. Hicks
Warren A. Monette
Anthony D. Pepe
Gary E. Woodbury

Town Administrator:
Thomas M. Gregory
tgregory@spencerma.gov

Senior Clerk: The Town of Spencer is seeking a Senior Clerk with the ability to provide a wide range of clerical support for the Office of Utilities & Facilities and to work closely with the general public. Must be proficient in MS Office applications and bookkeeping; experience in a municipal or customer service setting is preferred. High school diploma or general equivalency, plus a minimum of two years office experience.

Submit resume and standard town employment application form, available at www.spencerma.gov by August 10, 2018 to bsavoie@spencerma.gov or mail to the Office of Town Administrator, Town of Spencer, 157 Main St., Spencer, MA 01562. Subject to Union Rules and Regulations. EEO Employer.